



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

Canc: Nov 2000
OPNAVNOTE 1700
Ser N09BW/9U501813
20 NOV 1999

OPNAV NOTICE 1700

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: VICE CHIEF OF NAVAL OPERATIONS NAVAL SHORE ACTIVITIES
YEAR 2000 SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Naval Shore Activities Primary Nominating Commands
(2) Naval District Washington Nominating Commands
(3) Sample Nomination Format

1. Purpose. To implement the Vice Chief of Naval Operations (VCNO) Naval Shore Activities (NSA) Sailor of the Year (SOY) program and provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) provides details of the Chief of Naval Operations (CNO) SOY program. The CNO Shore SOY board convenes in May 2000. The VCNO selects one candidate to represent NSA in the CNO Shore competition.

3. Eligibility. The primary nominating commands for the VCNO NSA SOY are listed in enclosure (1). Naval District Washington (NDW) nominating commands are listed in enclosure (2). Those commands not listed in enclosures (1) or (2) must follow procedures in paragraph 5b. The period of eligibility is 1 January-31 December 1999.

a. The following individuals in paygrades E-4, E-5 and E-6, are eligible to compete for NSA SOY:

(1) Active duty Navy.

(2) Navy personnel serving as Training and Administration of Reserve (TAR).

(3) Navy personnel serving on Active Duty for Special Work (ADSW). An individual serving on ADSW should be considered along with other personnel from his/her permanent duty station instead of the unit to which assigned for Temporary Additional Duty (TAD).

(4) Navy men and women working outside the traditional Navy chain of command (i.e., joint commands, other Federal agencies, etc.).

b. The following persons are not eligible to compete for NSA SOY:

(1) Those in paygrade E-6 selected for E-7.

(2) Canvasser recruiters or support personnel eligible for Enlisted Recruiter of the Year or Enlisted Reserve Recruiter of the Year.

(3) Those attached to commands under Fleet Commanders in Chief, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Chief of Naval Education and Training which conduct separate selection processes.

4. Responsibility. The NSA SOY will be selected as follows:

a. Director, Navy Staff (DNS) will establish a board to interview and select the NSA SOY from nominees of commands listed in enclosure (1).

b. NDW shall establish a board to interview and select the NDW SOY from nominees of commands listed in enclosure (2) and those not listed in enclosures (1) or (2).

5. Action. Submission of nominations are as follows:

a. Commands listed in enclosure (1) submit nomination packages to DNS NSA SOY Program Coordinator, Command Master Chief, N09BW, Rm. 4C549, 2000 Navy Pentagon, Washington, DC 20350-2000, DSN: 225-7783 or 7787, Commercial: (703) 695-7783 or 7787, FAX: (703) 695-3603. Nomination packages must arrive not later than 1600, 17 March 2000. Up to five finalists will be selected. Finalists will receive Temporary Additional Duty (TAD) orders to Director, Navy Staff (N09B) in April 2000 for personal interviews. Dates for TAD assignment will be issued by separate correspondence.

b. Commands listed in enclosure (2) submit nomination package to: NDW SOY Program, Command Master Chief, Headquarters NDW Code OOM, 1014 N St. SE, WNY Bldg 200/2, Washington, DC 20374-2002, DSN: 228-6047 or 2617, Commercial: (202) 433-6047 or 2617, FAX: (202) 433-2639. Nomination packages must arrive not later than 1600, 18 February 2000. Up to six finalists will be selected. Finalists will receive TAD orders to Commandant, Naval District Washington in March 2000 for personal interviews. Dates for TAD assignment will be issued by separate correspondence.

c. Commands not listed in enclosures (1) or (2) shall follow procedures contained in paragraph 5b.

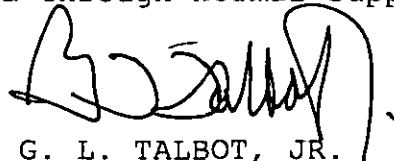
d. All official travel costs and per diem associated with all levels of the NSA SOY competition will be funded by the primary nominating command.

6. Nomination Format. Enclosure (3) provides a sample of the nomination format. Nomination packages at all levels shall include a Personal Award Recommendation (OPNAV 1650/3) for a Navy Commendation Medal. Each nominating command must forward an original and six copies of the package as well as a 3.5" disk in Microsoft Word 6.0 format that contains the complete package, including endorsements. The approved OPNAV 1650/3, and corresponding Navy Commendation award should be on disk as the Navy Marine Corps Commendation Medal. Per reference (a), ultimate selectees will not be awarded any medal at intermediate competition levels. Nominees not selected to advance as finalists will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command. Do not submit nomination packages in folders, binders, document protectors or any other special covers. Do not use highlighting, double-spacing, bold, or special print fonts.

7. Report and Form.

a. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B.

b. OPNAV 1650/3 (1-94), Personal Award Recommendation, S/N 0107-LF-017-5800, may be obtained through normal supply channels under NAVSUP Pub-600 (NLL).


G. L. TALBOT, JR.
Captain, U.S. Navy
Director, Navy Staff

Distribution:
SNDL Parts 1 and 2

NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

1. Commander, Naval Reserve Force
2. Commander, Military Sealift Command
3. Commander, Naval Air Systems Command
4. Commandant, Naval District Washington
5. Commander, Naval Facilities Engineering Command
6. Chief, Bureau of Medicine and Surgery
7. Chief of Naval Personnel
8. Commander, Navy Recruiting Command (less personnel eligible for ROY Program)
9. Commander, Naval Sea Systems Command
10. Commander, Naval Security Group Command
11. Commander, Space and Naval Warfare Systems Command
12. Commander, Naval Supply Systems Command
13. Commander, Naval Special Warfare Command
14. Commander, Office of Naval Intelligence
15. Commander, U.S. Naval Forces Central Command
16. Commander in Chief, U.S. Pacific Command
17. Commander in Chief, U.S. Atlantic Command
18. Commander, Operational Test and Evaluation Force
19. Director, Strategic Systems Programs
20. Commander, Naval Computer and Telecommunications Command
21. Commander, Naval Safety Center

NAVAL DISTRICT WASHINGTON NOMINATING COMMANDS

1. Commander, National Naval Medical Center
2. Commander, Atlantic Intelligence Command
3. Commander, Naval Research Laboratory
4. Commanding Officer, USS Constitution
5. Presidential Contingency Programs
6. Director, Defense Information Systems Agency
7. Commander, National Naval Dental Center
8. Superintendent, United States Naval Academy
9. Commander, Naval Meteorology and Oceanography Command
10. Superintendent, Naval Postgraduate School
11. Commander, Naval Space Command
12. President, Naval War College
13. Commanding Officer, Navy Center for Tactical Systems Interoperability
14. Director, Naval Historical Center
15. Director, Naval Industrial Resources Support Activity
16. Commander, Naval Legal Service Command
17. Superintendent, U.S. Naval Observatory
18. Commanding Officer, Naval Strike and Air Warfare Center
19. President, Board of Inspection and Survey
20. Director, Field Support Activity
21. Chairman, Joint Chiefs of Staff

Enclosure (2)

SAMPLE NOMINATION FORMAT

OPNAVNOTE 1700

20 NOV 1999

-1700

Orig Code

From:

To: Naval District Washington NDW SOY Program Coordinator,
Command Master Chief, Headquarters NDW Code 00M, 1014 N
Street SE, WNY Bldg 200/2, Washington, DC 20374-2002 or
Director Navy Staff NSA SOY Program Coordinator, Command
Master Chief N09BW, 4C549, 2000 Navy Pentagon, Washington,
DC 20350-2000

Via:

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
2000 SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVNOTE 1700 Ser N09BW/6U501943

- Encl: (1) Information to support nomination (Include copies of
last three performance evaluations, page 4's covering
last 3 years; letters of appreciation or commendation
received during nominative period).
(2) Biography (narrative format, starting with date and
place of birth, civilian schooling, military service,
current assignment, personal awards and medals,
immediate family members, etc.) Limit one typewritten
page single spaced.
(3) Personal Award Recommendation (OPNAV 1650/3) for
Navy Commendation Medal
(4) Two 5x7 color glossy photographs (one - front and
side view), plain background, Service Dress Blue
uniform, uncovered.

1. Per reference (a) _____ is nominated
for 2000 Naval Shore Activities Sailor of the Year.

2. Full name, address, and complete telephone number (work and
home) of nominating command and service member.

a. Name (L/F/MI):

b. Rate: SSN:

c. Present Duty Station:

d. Address: (W) (H)

Enclosure (3)

20 NOV 1999

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
2000 SAILOR OF THE YEAR (SOY) PROGRAM

e. Telephone: (W) (H)

f. Facsimile: (W) (H)

3. The following additional information is provided:

a. Date of Birth (YYMMDD):

b. Active Duty Service Date (ADSD):

c. Advancement history (give dates):

(1) E-4:

(2) E-5:

(3) E-6:

d. Currently selected for advancement (if yes, date to be advanced).

e. Family members (list names, age and dates of birth).

f. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s).

g. Brief synopsis of significant professional achievements that justify selection.

h. Personal awards.

i. Nominee's off-duty community involvement.

j. Educational background:

(1) Years of formal civilian schooling completed; include degree if attained.

(2) Navy "A, B or C" schools completed.

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses,

Enclosure (3)

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Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
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Defense Activity for Non-Traditional Education Support (DANTES)
courses, and PACE I and/or II. Exclude training courses
required for advancement).

4. Commanding Officer remarks:

(Signature)

(No by direction)

Enclosure (3)